

<b>STARS MANUAL .....</b>	<b>1</b>
<b>LOGGING ON AND NAVIGATING THE SCREEN .....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
STARS SECURITY .....	1
CICS SECURITY .....	1
IMPORTANT NOTE ABOUT AGENCY LOGONS.....	2
IMPORTANT NOTE ABOUT KEYBOARDS.....	2
<b>LOGGING ON TO CICS/CESN .....</b>	<b>2</b>
FORGOT CICS/CESN PASSWORD.....	5
<b>LOGGING ON TO STARS.....</b>	<b>5</b>
FORGOT STARS PASSWORD .....	7
<b>SECURITY PASSWORDS - HOW TO CHANGE .....</b>	<b>7</b>
CHANGING YOUR CICS PASSWORD .....	7
CHANGING YOUR STARS PASSWORD.....	8
<b>NAVIGATING WITHIN THE STARS SCREENS .....</b>	<b>9</b>
USING THE KEYBOARD KEYS .....	9
USING FUNCTION KEYS .....	11

# STARS MANUAL

## LOGGING ON AND NAVIGATING THE SCREEN

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### INTRODUCTION

This document will explain how to log on to the Statewide Accounting and Reporting System (STARS) and how to navigate the screens. You will benefit from learning how to use function keys and some keyboard shortcuts.

In order to logon to STARS, you must have Customer Information Control Center (CICS) security authorization and you must have STARS security authorization.

You must also have terminal emulation software, such as Extra! Personal Client by Attachmate or Hummingbird, to connect to the mainframe system.

### STARS SECURITY

Each Operator (employee) will submit a unique operator identification number (operator ID) of their choice to their agency STARS security administrator. The State Controller's Office (Statewide Accounting) will assign a maximum three-character (alpha/numeric) password for each Operator ID.

The operator ID and the password will be required each time you access STARS. They control both access and authorization within STARS.

### CICS SECURITY

Once SCO Statewide Accounting personnel assigns your STARS security, they will request the SCO (Computer Service Center) to assign a CICS (Top Secret) security USERID and a PASSWORD to grant access to the mainframe system.

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**WARNING:** Do not share your passwords with anyone. Sharing a logon password destroys the control environment of STARS Security.

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## IMPORTANT NOTE ABOUT AGENCY LOGONS

Some agencies may implement a login script whereby once a user simply logs onto their computer, they are automatically logged on to CICS or STARS. The screens described in this document are not seen by these users.

Also, if you are one of these users and the logon to STARS fails, you should contact you local IT or computer support person for assistance.

## IMPORTANT NOTE ABOUT KEYBOARDS

Some keyboards (such as a Microsoft Natural Multimedia keyboard) have a Function Lock key which must be "on" in order to use the function keys. However it must be "off" to use the PAUSE key.

Also, some keyboards use a different key other than PAUSE to clear the screen. If PAUSE does not clear your screen, you may have a special keyboard-mapping configuration. See your local computer support person to identify the correct key to use when you want to clear the screen. Similarly, other keys typically used in FAS or STARS may also have a different mapping on your keyboard.

## LOGGING ON TO CICS/CESN

1. At the Idaho State Controller's Computer Network screen (see Figure 1 below), locate the cursor (an underline character (  ) at the bottom left of the screen, below the **ENTER SELECTION BELOW** prompt).
2. Type **cicsprod**, and then press ENTER.

Figure 1: CICS Idaho screen

```
AU0000                                LGW2XR16
I D A H O   S T A T E   C O N T R O L L E R ' S   C O M P U T E R   N E T W O R K

=====  =====  ==  ==  ==  =====
==      ==      =   == ==      ==  ==  =   =
==      ==      =   =   =   ==  ==  =   =
==      ==      =   =====  =====  =   =
==      ==      =   ==      ==  ==  ==  =   =
=====  =====  ==  ==  ==  ==  =====

CICSDVLP ==> CICS V 4.1.0 DEVELOPMENT
CICSPROD ==> CICS V 4.1.0 PRODUCTION
CICSQUAL ==> CICS V 4.1.0 QUALITY ASSURANCE
CICSSIMU ==> CICS V 4.1.0 SIMULATION
TSO      ==> TIME SHARING OPTION
HELP DESK: (208)334-4808           M-F 8A-5P MOUNTAIN
              (208)334-3155 OR 334-2450  NIGHTS AND WEEKENDS

ENTER SELECTION BELOW:
cicsprod
```

- The system confirms you have connected to CICS by presenting the CICS banner screen shown below.

**Figure 2: CICS banner screen**

```

AU0100                CONTROLLER'S CICSPROD                VERSION 4.1.0    14:05:19

*****\  *****\  *****\  *****\                *\  *****\  *****\  *****\
*****\  *****\  *****\  *****\                **\  *****\  *****\  *****\
**\\\\**\  **\\  **\\\\**\  **\\\\**\                **\  **\\\\\\  **\\\\\\**\  **\\\\\\**\
**\      \  **\  **\      \  **\      \                **\  **\      **\      \  **\      **\
**\      **\  **\      *****\                **\  *****\  *****\  *****\
**\      **\  **\      *****\                **\  *****\  *****\  *****\
**\      **\  **\      \\\**\  **\      **\  **\      **\  *****\  *****\  *****\
**\      **\  **\      \\\**\  **\      **\  **\      **\  *****\  *****\  *****\
**\      **\  **\      **\  **\  **\  **\  **\      **\  *****\  *****\  *****\
*****\  *****\  *****\  *****\  **\      *****\  *****\  **\      **\
*****\  *****\  *****\  *****\  **\      *****\  *****\  **\      **\
\\\\\\  \\\\\\  \\\\\\  \\\\\\  \                \\\\\\\\  \\\\\\  \  \

```

- Press PAUSE to clear the screen.
- At the blank screen, type **cesn**, and then press ENTER.

**Figure 3: CESN sign on**

```

cesn

```

The CICS Security Screen should appear:

**Figure 4: CICS Security Screen**

```

                                Signon for CICS/ESA Release 4.1.0                APPLID CICSPROD
AU0100                CONTROLLER'S CICSPROD                VERSION 4.1.0

Type your userid and password, then press ENTER:

  Userid . . . .                Groupid . . .
  Password . . .
  Language . . .

  New Password . . .

DFHCE3520 Please type your userid.
F3=Exit

```

6. Type your CICS **Userid**.
7. Press TAB to move the cursor to the **Password** field. (If your agency uses group identification, enter the **Groupid** first.) [See password restrictions in the “Changing Your CICS/CESN Password” section below.](#)
8. Type your CICS **Password** and then press ENTER. (The screen will not display the password.)
9. After you type your CICS Userid and Password, the **Bill Code Screen** should appear. This screen controls the distribution of CICS costs.

**Figure 5: Bill Code Screen**

XA01 BILLCODE= XXXXXXXX

BILLCODE: THIS IS AN OPTIONAL PARAMETER TO HELP YOU  
THE USER DISTRIBUTE CICS COSTS WITHIN  
YOUR OWN AGENCY.

THIS IS EIGHT (8) DIGITS IN LENGTH, THE FIRST  
THREE (3) MUST BE A VALID BILLING CODE IN  
THE CONTROLLER'S CURRENT BILLING SYSTEM.

IF YOU ENTER AN INVALID BILLING CODE YOU WILL  
RECEIVE AN ERROR MESSAGE AND WILL HAVE THE OPTION  
OF CORRECTING IT OR USING YOUR DEFAULT CODE

IF YOU DO NOT ENTER ANYTHING IN THE BILLCODE  
FIELD, IT WILL DEFAULT TO THE CODE YOU ARE  
CURRENTLY BEING ASSIGNED

10. Type the specific **Bill Code** (up to eight characters) at the **XA01 BILL CODE** field and then press ENTER (**Example: XXXXXXXX**).
  - Various agencies may have more than one bill code, but you can only enter one bill code per session. You could leave the **XA01 BILL CODE** field blank and press the ENTER key. The bill code will default to one of your agency's bill codes.
  - A confirmation of the bill code will appear on the second display screen as shown below, indicating a successful sign on to CICS. If you left the bill code field blank, the default code for your agency is displayed.

**Figure 6: Bill code confirmation**

*** YOUR BILL CODE IS <b>XXXXXXXX</b>
*** YOUR NETWORK NAME IS    LGW2XR56    ***

11. Press PAUSE to clear the screen. A blank screen should appear (see the STARS section below). You are now ready to go to the next section, "Logging on to STARS".

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<b>NOTE:</b>	If your logon fails three consecutive times (e.g., you have forgotten your password), your operator ID will be suspended and you will not be able to sign on. In order to reactivate an operator ID, your agency STARS security administrator must contact the State Controller's Office.
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## FORGOT CICS/CESN PASSWORD

If you have forgotten your CICS/CESN password, contact your agency's STARS administrator or e-mail the SCO Computer Service Center Help Desk: [scohelpdesk@sco.idaho.gov](mailto:scohelpdesk@sco.idaho.gov).

## LOGGING ON TO STARS

After logging on to CICS/CESN, you are ready for the second part of logging on to STARS.

1. Type **dsys**, then press ENTER.

**Figure 7: DSYS log on**

<b>dsys</b>
-------------

The computer will display the STARS banner screen with **OPERATOR ID** and **PASSWORD** fields, as shown in the example below.

```

*      |      |      |      STATE OF IDAHO - STATE CONTROLLER WELCOMES YOU      |      |      |      *
*      |      |      |      STATE ACCOUNTING FINANCIAL REPORTING INFORMATION SYSTEM |      |      |      *
*      |      |      |      COPYRIGHT 1987  PMM AND CO.                        |      |      |      *
*      |      |      |      |      |      |      |      |      |      |      |      *
*=====*

          @@@@@@@@@@  @@@@@@@@@@  @@@  @@@@@@@@@@  @@@@@@@@@@
        @@              @@          @@  @@          @@  @@
    @@@@@@@@@@  @@          @@  @@          @@@@@@@@@@  @@@@@@@@@@
              @@          @@@@  @@@@  @@          @@
    @@@@@@@@@@  @@          @@          @@  @@          @@
        @@              @@          @@          @@  @@@@@@@@@@

*=====*

  OPERATOR ID ==> _____ PASSWORD ==> _____

  NEW PASSWORD ==> _____ VERIFY ==> _____

```

- If you accidentally exit STARS by pressing pause or other sign-off keys, clear your screen (press PAUSE) and type DSYS, then press ENTER. This will display the STARS banner screen and you can continue to sign on. The STARS News Display will appear, as shown in the example below:

```

VERSION 3.1                                STARS--NEWS DISPLAY                                S002

***** WELCOME TO STARS *****

IGNORE X BATCHES - THEY WILL BE CLEARED BY SCO PERSONNEL
FAS WILL RUN AGAIN ON FRIDAY, AUGUST 20
AUGUST CLOSSES FRIDAY, SEPT 3, WITH REPORTS AVAILABLE MONDAY, SEPT 6

ARE YOU GETTING YOUR AGENCY REPORTS ONLINE? IF NOT, HAVE YOUR FISCAL OFFICER
CONTACT THE DSA HELPLINE FOR ADDITIONAL INFORMATION OR TO GET SIGNED UP.

~~~~~
TRAINING: STARS NEW USER II AUGUST 25, 2004 8:00 - NOON
STARS INTERMEDIATE PREP FOR NOMAD SEPTEMBER 8, 2004 10:00 - 3:00
NOMAD ASSISTANT SEPTEMBER 9, 2004 8:00 - NOON
CALL PATTI 332-8799.

~~~~~
SCO SYSTEMS MANUALS: HTTP://WWW.sco.idaho.gov UNDER ACCOUNTING
ACCOUNTING HELPLINE = CALL 332-8827 OR E-MAIL: DSAHELPLINE@SCO.IDAHO.GOV
STATEWIDE ACCTG: 334-3150 STARS SECURITY: STARS_SECURITY@SCO.IDAHO.GOV

PRESS (ENTER) TO CONTINUE

```

4. After reviewing the News, press ENTER to go to the STARS Main Menu

**Figure 10: STARS main menu**

VERSION 3.1	STARS--MAIN MENU	S010
FUNCTION: F		
	D DATA ENTRY	
	F FIXED ASSET ACCOUNTING	
	I ONLINE FILE INQUIRY	
	R REPORTING	
	S SYSTEM MANAGEMENT	
	T TABLE MAINTENANCE	
	W WARRANTS	
	Z SIGN OFF	

## FORGOT STARS PASSWORD

If you have forgotten your STARS password, contact your agency's STARS administrator or e-mail logon, e-mail: [stars\\_security@sco.idaho.gov](mailto:stars_security@sco.idaho.gov)

## SECURITY PASSWORDS - HOW TO CHANGE

When your password is about to expire, the CICS and STARS screens will display a message. As long as you know your current password, you can change it to a new one.

If you have forgotten your CICS/CESN password, contact your agency's STARS administrator or e-mail the SCO Computer Service Center Help Desk: [scohelpdesk@sco.idaho.gov](mailto:scohelpdesk@sco.idaho.gov).

If you have forgotten your STARS password, contact your agency's STARS administrator or e-mail logon, e-mail: [stars\\_security@sco.idaho.gov](mailto:stars_security@sco.idaho.gov)

## CHANGING YOUR CICS PASSWORD

CICS will display a warning stating your CICS password will be expiring, for example, **TX7003xx Password will expire on 08/17/2005.**

Enter a new password or use your existing password and press ENTER to continue.

---

---

**CAUTION:** If the CICS password expires before it is changed, you will no longer be able to access CICS. Your agency STARS security administrator must e-mail: [stars\\_security@sco.idaho.gov](mailto:stars_security@sco.idaho.gov)

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---

The Billcode screen will then appear.



1. Press PAUSE to clear the screen and type cesn.
2. Type your Userid (do not change this - type in your usual Userid).
3. Type you current password in the **Password** field
4. Type a new password in **New Password** field and press ENTER.  
 Password restrictions are:  
 Password cannot be similar t the previous three passwords.  
 No letters or numbers can be repeated in succession.  
 Certain words and numbers cannot be used at the beginning or end of a password, such as 1234, CAT, TEST, or the abbreviations of months.
5. A message will appear that reads, "DFHCE3539 Please reenter the new password for verification."
6. Type your new password again in **New Password** field and press ENTER.

Once a new CICS password is accepted, you will receive a message "Password Successfully Updated."

## CHANGING YOUR STARS PASSWORD

STARS will display a warning stating your STARS password will be expiring in a certain number of days. Enter a new password or use your existing password and press ENTER to continue.

**CAUTION:** If the STARS password expires before it is changed, you will no longer be able to access STARS. Your agency STARS security administrator must e-mail [stars\\_security@sco.idaho.gov](mailto:stars_security@sco.idaho.gov).

```

* | | | | STATE OF IDAHO - STATE CONTROLLER WELCOMES YOU | | | | *
* | | | | STATE ACCOUNTING FINANCIAL REPORTING INFORMATION SYSTEM | | | | *
* | | | | COPYRIGHT 1987 PMM AND CO. | | | | *
* =====*

      @@@@@@@@@@ @@@@@@@@@@ @@@ @@@@@@@@@@ @@@@@@@@@@
      @@          @@          @@ @@          @@          @@
      @@@@@@@@@@ @@@          @@ @@@@@@@@@@ @@@@@@@@@@
      @@          @@          @@@@@@@@@@ @@          @@          @@
      @@@@@@@@@@ @@          @@          @@          @@          @@@@@@@@@@

* =====*

      OPERATOR ID ==>          PASSWORD ==>

      NEW PASSWORD ==>          VERIFY ==>

YOUR PASSWORD WILL BE EXPIRING IN 13 DAYS.
YOU MAY ENTER A NEW PASSWORD NOW OR PRESS ENTER TO CONTINUE.

```

1. Enter your **Operator ID** (do not change this - type in your usual Operator ID).
2. Enter your old Password in **Password** field.
3. Enter your New Password in **New Password** field.
4. Enter your New Password in **Verify** field and press ENTER.

Once STARS accepts a new password, you will receive a message, "Password Successfully Updated. Press Enter to Continue."

## NAVIGATING WITHIN THE STARS SCREENS

### USING THE KEYBOARD KEYS

Common navigation controls:

- You may use TAB, CTRL or the Arrow keys to move from field to field within the data entry screens.
- Press SHIFT+TAB to move backwards to a field.
- Press HOME and then press SHIFT+TAB or to move down to the [INTERRUPT field](#) at the bottom of the screen.
- To "delete" or clear data from fields, use END, DELETE, or the SPACEBAR. You must use the SPACEBAR when clearing the **Mod**, **RVS**, **Disb-Meth**, and the **GAAP** fields.

<u>Key(s)</u>	<u>Function</u>
HOME	Moves cursor to the first field available on a screen.
TAB	Moves cursor across the page, field to field.
CTRL	Moves cursor down the page, line to line.
END	Removes data within a field.
ARROW KEYS	Moves cursor in direction of the arrow - right, left, up, or down. However, this is not recommended because the program may stop responding. See ESC below.
SHIFT+TAB	Simultaneously press the SHIFT and TAB to move backwards to a field, or to advance to the <a href="#">INTERRUPT field</a> .*
DELETE	Removes data within a field one character at a time.

<b>Key(s)</b>	<b>Function</b>
SPACEBAR	Removes data within a field. Required to remove data elements such as <b>Mod</b> , <b>RVS</b> , <b>Disb-Meth</b> , and <b>GAAP IND</b> .
ESC (ESCAPE)	If you type in a protected area, the program may stop responding. Press ESC and then press TAB to get to an unprotected field to continue. You can avoid this problem by using your TAB key rather than your Arrow keys to move from field to field within a screen.
ENTER	When entering a batch, press ENTER to save your detailed transactions and the fields on the data entry screen will clear. When doing several data entry records of a similar type, it is recommended to use F1 (see below) to save the transaction and leave the data fields filled in

\* Hint: For a quick interrupt function, press HOME first, then press SHIFT+TAB. This will move your cursor to the home position on the screen (e.g. **AGENCY** or **FUNCTION**) first, and then to the **INTERRUPT** field.

**INTERRUPT** (located in the bottom right of the STARS screen): A function that allows you to switch from one screen to another without going through the menu screens. Interrupt to as many screens as desired and return to initial screen with the F4 key.

Interrupt allows you to go directly to specific menus by typing **MT** (Table Maintenance Menu), **MI** (File Inquiry Menu), **MS** (System Management Menu), **MF** (FAS Menu), **MW** (Warrant Menu), **MR** (Report Menu), or to any specific non-data entry screen such as **63** (cash control file) etc.

## USING FUNCTION KEYS

On some screens, the function keys will be described at the bottom of the screen with a very brief definition. The function keys are displayed in STARS as **PF#**, e.g., **PF9** or **PF12**. See the example below.

```

VERSION 3.1                STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510

FUNCT:   (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)

      AGENCY:                000
      BATCH DATE:
      BATCH TYPE:
      BATCH NUMBER:
      SEQUENCE NUMBER:        (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
      BATCH BALANCE
      ENTERED COUNT:          00000 ENTERED AMOUNT:  00000000000.00
      COMPUTED COUNT:         00000 COMPUTED AMOUNT: 00000000000.00
                                           INTERRUPT:

BATCH HEADER NOT ON FILE
PLEASE ENTER FUNCTION
PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS

```

PF keys are found on IBM terminal keyboards, not typical Windows PC keyboards. If you are using a PC, the function "F" keys (F1, F2,...F12) are essentially equal to the PF keys - F1 is PF1, and so on.

In other screens, the function keys are used to finalize transactions and to navigate through the various STARS screens.

See the table below for a description of each key:

Function Keys	Description	Usage
F1	Save transaction and leave the screen as you left it with the data fields still filled in.	By leaving the data on screen (e.g., vendor number, PCAs, etc.) you can enter several similar transactions more efficiently.
F2	Back up one menu	Use to move back one menu from your current screen.
F4	Return from an Interrupt	After using <b>Interrupt</b> to switch to another screen, press F4 to switch back to the screen from where you started.

<u>Function Keys</u>	<u>Description</u>	<u>Usage</u>
F5	Review transaction lookups before updating.	Allows you to review the transaction by extracting table lookup data from STARS, such as vendor name and address, PCA numbers, Grants etc. <b>Remember:</b> F5 only allows you to review your transaction, not to save it.
F7	Goes to previous screen	Move you back to the previous screen n which you were working.
F8	Next sequence number in batch	Frequently used in batch correcting and viewing, F8 advances you to the next sequence number within a batch. Advances to the next vendor record on the 21 Vendor Edit table
F9	Batch balancing	Use to preview the Batch Balancing screen after you have finished updating your transactions and use to enter your approval. A detailed screen appears with the batch header information, current approval levels, number of items entered and computed, and the batch header totals entered and computed.
F10	Changing a batch or view batch details	Allows you to view, correct or delete detail transactions, or to recall a batch header for correction before its release.
F11	Preview batch transaction	Use to preview your entered batch transaction. Not all of the transaction detail is available from this screen.
F12	View or select a previously entered batch	Use to view or select a batch that has been entered. This is usually the first function used by those reviewing and releasing batches.